

IQAC MINUTES OF MEETING ON 17/07/2019



Mar Ephraem

College of Engineering & Technology

CATHOLIC DIOCESE OF MARTHANDAM

09/07/2019

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Circular

An Internal Quality Assurance Cell (IQAC) has been planned to initiate in our institution on 17th July 2019 at 10:30AM in the Conference Hall along with its executive members. All the IQAC members are here by informed to attend the meeting without fail.

IQAC Co-Ordinator

Chair person


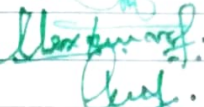





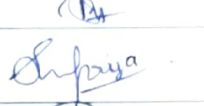


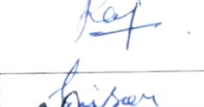







Prof. Dr. A. Lenin Fred

Copy to : 1. All IQAC committee members

2. Office

3. All HOD'S

List of IQAC Members:

S. No.	Name of member	Designation in the committee	Signature
1.	Rev. Fr. Josphin Raj	Patron	
2.	Prof. Dr. A. Lenin Fred	Principal	
3.	Rev. Fr. Alex Kumar	Bursar	
4.	Prof. Dr. N. Austin	Academic Director	
5.	Dr. V. Suresh	HOD,ECE	
6.	Dr. D. R. AnandRejelin	HOD,Civil	
7.	Mr. Anish John Paul	HOD,EEE	
8.	Dr.D Dhanya	HOD,CSE	
9.	Mrs. M. JebaPriya	HOD,S&H	
10.	Mr. R. Leo Bright Singh	AP/Mech/PRO	
11.	Mrs. Jeba	Ap/ECE	
12.	Mr. I. Jackson Thanga Roy	AP/Mech	
13.	Mrs. L. T. Herlin	AP/CSE	
14.	Mr. G. L. Abishek	AP/Civil	
15.	Mr. J. R. Aldous Huxley	AP/EEE	
16.	Mrs. R. K. ShanmughaPriya	AP/CSE	
17.	Mrs. L. R. Bindu	Ap/S&H	
18.	Mr. P. RajendraBabu	Chief Administrator, Fathima Public School,Parassala	
19.	Mr. A. Raj	Proprietor, Annai Builders, Azhiyamandapam	
20.	Mr.Jaison Johnson	MD., TISAT, Cochin	
21.	Mr. Prince	Students,III year CSE	
22.	Dr. D. Rajeev	HOD,Mech	

Mar Ephraem

College of Engineering & Technology

CATHOLIC DIOCESE OF MARTHANDAM

INTERNAL QUALITY ASSURANCE CELL

Ref : MECET/IQAC/2019-20/MM-01

Dated : 14th August 2019

Minutes of the Meeting - 01

Date of Meeting: 17.07.2019

Time: 10.30 am.

Venue: Conference Hall

The first meeting of the Academic year 2019-20 of Internal Quality Assurance Cell (IQAC) was held on 17th July 2019. The meeting was chaired by

Prof. Dr. A. Lenin Fred, Principal. (Chair person -IQAC).

The list of members present/absent is here below:

S. No.	Name of member	Designation in the committee	Present/Absent
1.	Rev. Fr. Josphin Raj	Correspondent	Present
2.	Prof. Dr. A. Lenin Fred	Principal/Chairperson	Present
3.	Rev. Fr. Alex Kumar	Management Representative	Present
4.	Prof. Dr. N. Austin	Member-Senior Administrative Officer	Present
5.	Dr. V. Suresh	Member-Senior Administrative Officer	Present
6.	Dr. D. R. Anand Rejelin	Member-Senior Administrative Officer	Present
7.	Mr. Anish John Paul	Member-Senior Administrative Officer	Present
8.	Dr.D.Dhanya	Member-Senior Administrative Officer	Present
9.	Mrs. M. Jeba Priya	Member-Senior Administrative Officer	Absent
10.	Mr. R. Leo Bright Singh	Member-Senior Administrative Officer	Present

11	Mrs. Jeba	Member	Present
12	Mr. I. Jackson Thanga Roy	Member	Absent
13	Mrs. L. T. Herlin	Member	Present
14	Mr. G. L. Abishek	Member	Present
15	Mr. J. R. Aldous Huxley	Member	Present
16	Mrs. R. K. Shanmugha Priya	Member	Present
17	Mrs. L. R. Bindu	Member	Present
18	Mr. P. Rajendra Babu	Member – Local Society	Present
19	Mr. A. Raj	Member – Industry	Present
20	Mr. Justin Vijay	Member – Alumni	Present
21	Mr. Prince	Member – Student	Present
22	Dr. D. Rajeev	Coordinator, IQAC	Present

Agenda

- Previous Academic Year action plan
- Current academic year action plan
- Audit report discussion
- Programme level files and faculty in charges
- institute level files and faculty in charges
- Project, seminar rubrics developing.

The meeting started at **10.30 a.m.** Coordinator-IQAC (Dr. Rajiv

(HOD /Mechanical) welcomed the internal and external members and presented the status report on the Benchmarks 2019-2020.

The following were the discussions on the status report

- Dr. Rajiv (HOD /Mechanical) welcomed all the members and gave brief account of Action plan for this academic year.
- Mrs. Jeba Priya and Mr. I. Jackson Thanga Roy were not able to attend the meeting on medical ground. Their representatives attended the meeting.
- The minutes of previous year meeting held on 16.05.2018 was unanimously approved by the members.

- External and Internal audit report for the previous year submitted by the audit members and approved by the chairman.
- Discussed the status of programme level files preparation
- Programme file samples and format were shown in the meeting
- Mechanical HOD talked about the mapping of all the files.
- Rubrics for project evaluation were discussed and finalised.
- The meeting concluded with vote of thanks by Mrs. R. K. Shanmugha Priya.
- Facility Feedback consolidated report for the Academic year 19-20 is forwarded to the Management for the necessary action.



Dr. D. Rajeev

Coordinator



Prof. Dr. A. Lenin Fred

Chairperson



Rev. Fr. Josphin Raj

Correspondent

IQAC MINUTES OF MEETING ON 24/09/2019



Mar Ephraem

College of Engineering & Technology

CATHOLIC DIOCESE OF MARTHANDAM

12/09/2019

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Circular

An Internal Quality Assurance Cell (IQAC) has been planned to initiate in our institution on 24th September 2019 at 2.30PM in the Principal's chamber along with its executive members. All the IQAC members are here by informed to attend the meeting without fail.

IQAC Co-Ordinator

Chair person


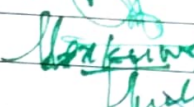




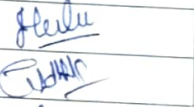
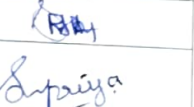
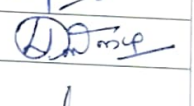









Prof. Dr. A. Lenin Fred

Copy to : 1. All IQAC committee members

2. Office

3. All HOD'S

List of IQAC Members:

S. No.	Name of member	Designation in the committee	Signature
1.	Rev. Fr. Josphin Raj	Patron	
2.	Prof. Dr. A. Lenin Fred	Principal	
3.	Rev. Fr. Alex Kumar	Bursar	
4.	Prof. Dr. N. Austin	Academic Director	
5.	Dr. V. Suresh	HOD,ECE	
6.	Dr. D. R. AnandRejelin	HOD,Civil	
7.	Mr. Anish John Paul	HOD,EEE	
8.	Dr.D Dhanya	HOD,CSE	
9.	Mrs. M. JebaPriya	HOD,S&H	
10.	Mr. R. Leo Bright Singh	AP/Mech/PRO	
11.	Mrs. Jeba	Ap/ECE	
12.	Mr. I. Jackson Thanga Roy	AP/Mech	
13.	Mrs. L. T. Herlin	AP/CSE	
14.	Mr. G. L. Abishek	AP/Civil	
15.	Mr. J. R. Aldous Huxley	AP/EEE	
16.	Mrs. R. K. ShanmughaPriya	AP/CSE	
17.	Mrs. L. R. Bindu	Ap/S&H	
18.	Mr. P. RajendraBabu	Chief Administrator, Fathima Public School,Parassala	
19.	Mr. A. Raj	Proprietor, Annai Builders, Azhiyamandapam	
20.	Mr. Jaison Johnson	MD., TISAT, Cochin	
21.	Mr. Prince	Students, III year CSE	
22.	Dr. D. Rajeev	HOD, Mech	

Mar Ephraem

College of Engineering & Technology

CATHOLIC DIOCESE OF MARTHANDAM

INTERNAL QUALITY ASSURANCE CELL

Ref : MECET/IQAC/2019-20/MM-02

Dated : 7th October 2019

Minutes of the Meeting - 02

Date of Meeting: 24.09.2019

Time: 2.30p.m

Venue: Principal Room

The Second meeting of the Academic year 2019-20 of Internal Quality Assurance Cell (IQAC) was held on 24th September 2019.

The list of members present/absent is here below:

S. No.	Name of member	Designation in the committee	Present/Absent
1.	Rev .Fr. Josphin Raj	Correspondent	Present
2	Prof. Dr. A. Lenin Fred	Principal/ Chairperson	Present
3.	Rev. Fr.Alex Kumar	Management Representative	Absent
4	Prof. Dr. N. Austin	Member-Senior Administrative Officer	Present
5	Dr. D. Rajeev	Coordinator, IQAC	Present
6	Dr. V. Suresh	Member-Senior Administrative Officer	Absent
7	Dr. D. R. Anand Rejelin	Member-Senior Administrative Officer	Present
8	Mr. Anish John Paul	Member-Senior Administrative Officer	Present
9	Dr.D.Dhanya	Member-Senior Administrative	Present

		Officer	
10	Dr. R. Benschwartz	Member	Present
11	Mr. I. Jackson Thanga Roy	Member	Present
12	Mrs. L. T. Herlin	Member	Present
13	Mr. G. L. Abishek	Member	Present
14	Mrs. Jeba Priya	Member	Absent
15	Mr. J. R. Aldous Huxley	Member	Present
16	Mrs. R. K. Shanmugha Priya	Member	Present
17	Mrs. L. R. Bindu	Member	Present
18	Mr. Rajendra Babu	Member, Chief Administrator, Fathima Public School, Parassala	Present
19.	Mr. Jaison Johnson	Member, MD., TISAT, Cochin	Present
20	Mr. Prince	Member, Students	Present
21	Mr. A. Raj	Proprietor, Annai Builders, Azhiyamandapam	Present
22	Dr. D. Rajeev	Co-Ordinator, HOD, Mech	Present

Agenda

- Review of previous meeting minutes
- Action Plan progress monitoring deviation-issues
- Finalize the Internal audit date
- Online certificate Courses and Value added courses
- Field Projects
- Internship
- Collaborative activities planned for research, faculty exchange, student exchange
- Symposium /conference/ Workshop/Seminar
- Industrial Visit
- Discussion and approval of series test qn. Paper format
- Discussion and approval of academic calendar.

- Research and consultancy needs Improvement.
- Safety training to faculty and staffs should be given.
- Institute budget allocation and utilizations discussed

The meeting started at **2.30 p.m** Coordinator-IQAC (Dr Rajiv, HOD/Mechanical) welcomed members and presented the status report.

The following were the discussions on the status report

- The meeting began with the opening remarks of the chair person.
- Mr. Jerome will be the Co-Ordinator for the Consultancy.
- Mrs. Herlin, Mr. Aldous Huxley, Mr. Abishek will be selected as internal audit members.
- Discussed about the placement improvement and quality workshops for students.
- Members were of the opinion that Faculty should select a few group of students to do the projects in a higher level of standard and motivate them
- Discussed about innovative teaching methods and gap filling by expert talks.
- IQAC audit will be conducted after the 2nd internal assessment and final audit will be conducted after semester break.
- A minimum of two visiting faculty program should be arranged by each department per semester
- Mr. R. Babu will be the co-ordinator for the Safety training to faculty and non teaching staffs .
- Prof Dr. Melba Kani will be the co-ordinator for the development of soft skills for the teaching faculties.
- The meeting concluded with vote of thanks by Mrs. L. T. Herlin


Dr. D. Rajeev

Coordinator


Prof Dr. A. Lenin Fred

Chairperson


Rev. Fr. Josphin Raj

Correspondent

IQAC MINUTES OF MEETING ON 03/01/2020



Mar Ephraem

College of Engineering & Technology

CATHOLIC DIOCESE OF MARTHANDAM

21/12/2019

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Circular

An Internal Quality Assurance Cell (IQAC) has been planned to initiate in our institution on 3rd January 2020 at 11.00AM in the Conference Hall along with its executive members. All the IQAC members are here by informed to attend the meeting without fail.

IQAC Co-Ordinator

Chair person



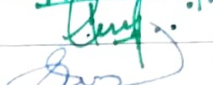
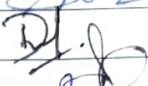

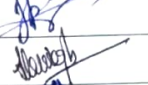



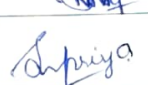


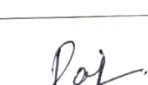
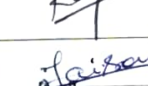








Prof. Dr. A. Lenin Fred

Copy to : 1. All IQAC committee members

2. Office

3. All HOD'S

List of IQAC Members:

S. No.	Name of member	Designation in the committee	Signature
1.	Rev. Fr. Josphin Raj	Patron	
2.	Prof. Dr. A. Lenin Fred	Principal	
3.	Rev. Fr. Alex Kumar	Bursar	
4.	Prof. Dr. N. Austin	Academic Director	
5.	Dr. V. Suresh	HOD,ECE	
6.	Dr. D. R. AnandRejelin	HOD,Civil	
7.	Mr. Anish John Paul	HOD,EEE	
8.	Dr.D Dhanya	HOD,CSE	
9.	Mrs. M. JebaPriya	HOD,S&H	
10.	Mr. R. Leo Bright Singh	AP/Mech/PRO	
11.	Mrs. Jeba	Ap/ECE	
12.	Mr. I. Jackson Thanga Roy	AP/Mech	
13.	Mrs. L. T. Herlin	AP/CSE	
14.	Mr. G. L. Abishek	AP/Civil	
15.	Mr. J. R. Aldous Huxley	AP/EEE	
16.	Mrs. R. K. ShanmughaPriya	AP/CSE	
17.	Mrs. L. R. Bindu	Ap/S&H	
18.	Mr. P. RajendraBabu	Chief Administrator, Fathima Public School,Parassala	
19.	Mr. A. Raj	Proprietor, Annai Builders, Azhiyamandapam	
20.	Mr.Jaison Johnson	MD., TISAT, Cochin	
21.	Mr. Prince	Students,III year CSE	
22.	Dr. D. Rajeev	HOD,Mech	

Mar Ephraem

College of Engineering & Technology

CATHOLIC DIOCESE OF MARTHANDAM

INTERNAL QUALITY ASSURANCE CELL

Ref : MECET/IQAC 2019-20/MM-03

Dated : 8th January 2020

Minutes of the Meeting - 03

Date of Meeting: 03.01.2020

Time: 11.00 a.m.

Venue: Conference Hall

The third meeting of the Academic year 2019-20 of Internal Quality Assurance Cell (IQAC) was held on 3rd January 2020.

The list of members present/absent is here below:

S. No.	Name of member	Designation of the committee	Present/Absent
1.	Rev.Fr. Josphin Raj	Correspondent	Present
2.	Prof. Dr. A. Lenin Fred	Principal/Chairperson	Present
3.	Rev.Fr.Alex	Management Representative	Absent
3	Prof. Dr. N. Austin	Member-Senior Administrative Officer	Absent
4	Dr. D. Rajeev	Coordinator, IQAC	Present
5	Dr. V. Suresh	Member-Senior Administrative Officer	Present
6	Dr. D. R. Anand Rejelin	Member-Senior Administrative Officer	Present
7	Mr. Anish John Paul	Member-Senior Administrative Officer	Absent
8	Dr.D. Dhanya	Member-Senior Administrative Officer	Present
9	Mr.Jeba	Member	Absent
10	Mr. I. Jackson Thanga Roy	Member	Present
11	Mrs. L. T. Herlin	Member	Present
			Present

12	Mr. G. L. Abishek	Member	
13	Mr. J. R. Aldous Huxley	Member	Present
14	Mrs. R. K. Shanmugha Priya	Member	Present
15	Mr. Charles Dyson	Placement Officer	Absent
16.	Mr. Jerone	Consultancy in-charge	Present
17	Mr. P. RajendraBabu	Member, Chief Administrator, Fathima Public School,Parassala	Absent
18	Mr. A. Raj	Member, Proprietor, Annai Builders, Azhiyamandapam	Present
19	Mr. Jaison Johnson	Member, MD., TISAT, Cochin	Present
20	Mr. Prince	Member, Students	Present
21	Mrs. L.R.Bindhu	Member	Present
22	Mrs. Jeba Priya	Member	Present
23	Mr.Leo Bright Singh	Member	Absent
24	Dr. D. Rajeev	Co-Ordinator, HOD,Mech	Present

Agenda

- Review of previous meeting minutes
- Previous semester Internal Quality report
- Appreciation of Consultancy In-Charge
- Action plan progress
- External Audit dates
- Allocation of external audit members
- Submission of proposal for conferences, seminar, workshop, FDP etc to IQAC
- Tutorials and Seminars, Assignment.
- Discussion and approval of internal assessment exam question format
- Discussion on the activities of IQAC
- Any other academic matter with the permission of the chair

The meeting started at **11.00 a.m.** Principal/chair person welcomed members and presented the status report.

The following were the discussions on the status report

- The meeting began with the opening remarks of the IQAC coordinator.
- External audit dates are fixed by the external audit members.
- Discussed about the question paper pattern. All departments were directed to submit their question paper format to IQAC
- Departments are requested to motivate their students to publish papers in indexed journals.
- IQAC members should see that all faculty conduct course exit survey when their students come for conduct class.
- For first year common course Internal Test Question paper should have title name as the name of the department for which the question paper is set.(eg. If EM is taught in ME and EEE, then question paper with the same question is to be set as two separate question papers with title as (1) Department of Mechanical Engg. And (2) Department of Electrical & Electronics Engg.
- Members were asked to remind the faculty members in their department, regarding the change in the threshold value for doing CO analysis (Assignment70%),Test50%) from 2019-20 odd semester onwards.
- For CO analysis threshold value for seminar and project preliminary will be 70%.
- Title name of the question paper should be that of the department which offers the course.
- It is decided that IQAC will do first verification of course files before they are submitted for audit.
- The CO analysis threshold value for seminar and project preliminary will be 60%
- The meeting concluded with vote of thanks by Mr.Charles Dyson.



Dr. D. Rajeev

Coordinator



Prof Dr. A. Lenin Fred

Chairperson



Rev. Fr. Josphin Raj

Correspondent

IQAC MINUTES OF MEETING ON 19/05/2020



Mar Ephraem

College of Engineering & Technology

CATHOLIC DIOCESE OF MARTHANDAM

10th May 2020

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Circular

An Internal Quality Assurance Cell (IQAC) has been planned to initiate in our institution on 19th May 2020 at 3.00PM in the Conference Hall along with its executive members. All the IQAC members are here by informed to attend the meeting without fail.

IQAC Co-Ordinator

Chair person








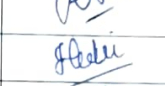

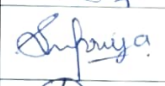
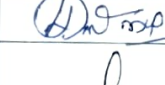


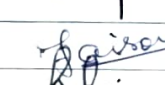
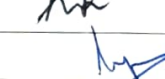







Prof. Dr. A. Lenin Fred

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List of IQAC Members:

S. No.	Name of member	Designation in the committee	Signature
1.	Rev. Fr. Josphin Raj	Patron	
2.	Prof. Dr. A. Lenin Fred	Principal	
3.	Rev. Fr. Alex Kumar	Bursar	
4.	Prof. Dr. N. Austin	Academic Director	
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7.	Mr. Anish John Paul	HOD,EEE	
8.	Dr.D Dhanya	HOD,CSE	
9.	Mrs. M. JebaPriya	HOD,S&H	
10.	Mr. R. Leo Bright Singh	AP/Mech/PRO	
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16	Mrs. R. K. ShanmughaPriya	AP/CSE	
17	Mrs. L. R. Bindu	Ap/S&H	
18	Mr. P. RajendraBabu	Chief Administrator, Fathima Public School,Parassala	
19	Mr. A. Raj	Proprietor, Annai Builders, Azhiyamandapam	
20	Mr.Jaison Johnson	MD., TISAT, Cochin	
21	Mr. Prince	Students,III year CSE	
22	Dr. D. Rajeev	HOD,Mech	

Mar Ephraem

College of Engineering & Technology

CATHOLIC DIOCESE OF MARTHANDAM

INTERNAL QUALITY ASSURANCE CELL

Ref : MECET/IQAC/2019-20/MM-04

Dated : 27th May 2020

Minutes of the Meeting - 04

Date of Meeting: 19.05.2020

Time: 3.00 p.m.

Venue: Conference Hall

The last meeting of the Academic year 2019-20 of Internal Quality Assurance Cell (IQAC) was held on 19th May 2020. The meeting was chaired by Prof. Dr. A. Lenin Fred, Principal. (Chair person -IQAC).

The list of members present/absent is here below:

S. No.	Name of member	Designation in the committee	Present/Absent
1.	Rev. Fr. Josphin Raj	Correspondent	Present
2.	Prof. Dr. A. Lenin Fred	Principal/Chairperson	Present
3.	Rev. Fr. Alex Kumar	Management Representative	Present
4.	Prof. Dr. N. Austin	Member-Senior Administrative Officer	Present
5.	Dr. V. Suresh	Member-Senior Administrative Officer	Present
6.	Dr. D. R. Anand Rejelin	Member-Senior Administrative Officer	Absent
7.	Mr. Anish John Paul	Member-Senior Administrative Officer	Present
8.	Dr.D.Dhanya	Member-Senior Administrative Officer	Present
9.	Mrs. M. Jeba Priya	Member-Senior Administrative Officer	Absent
			Present

10.	Mr. R. Leo Bright Singh	Member-Senior Administrative Officer	
11	Mrs. Jeba	Member	Present
12	Mr. I. Jackson Thanga Roy	Member	Absent
13	Mrs. L. T. Herlin	Member	Present
14	Mr. G. L. Abishek	Member	Present
15	Mr. J. R. Aldous Huxley	Member	Present
16	Mrs. R. K. Shanmugha Priya	Member	Present
17	Mrs. L. R. Bindu	Member	Present
18	Mr. P. Rajendra Babu	Member – Local Society	Present
19	Mr. A. Raj	Member – Industry	Present
20	Mr. Justin Vijay	Member – Alumni	Absent
21	Mr. Prince	Member – Student	Present
22	Dr. D. Rajeev	Coordinator, IQAC	Present

- One Alumini member and three internal members were not able to attend the meeting due to unavoidable situation.

Agenda

- Total Academic Year action plan report
- New Initiatives for next semester.
- Teaching learning and evaluation
- Faculty Online courses
- Curricular aspects
- Consultancy
- MOUs

The meeting started at **3.00 p.m.** Senior Administrative officer Mr. Leo Bright Singh welcomed the internal and external members .

The following were the discussions on the status report

- One Alumini member and three internal members were not able to attend the meeting due to unavoidable situation.
- IQAC appreciated faculty members for securing around 50 online course certificates in 2019-2020. At the same time IQAC took note of faculty members not completing IQAC prescribed online course & not registering for the course.
- Dean- Academic was asked to coordinate the online-courses and FDPs.
- One more orientation program for non-teaching staff members is to be conducted by IQAC.
- Active MOUs can be considered as the linkage during the academic year.

Benchmarks 2019-2020

- Based on the activity reports presented by the coordinators the following discussions and decisions were made
 - Each faculty member has to complete two online courses, one in their technical area of expertise and another one in the area of teaching-learning.
 - Each faculty has to attend one relevant FDP of one week duration per year in a reputed institution during summer/winter vacation.
 - Departments have to motivate the students to complete online courses. 10% students of each department have to complete online courses and obtain certificates.
 - Each department has to apply and obtain at least one major project, one minor project and one student project.
 - The meeting concluded with vote of thanks by Dr. D. Dhanya.


Dr. D. Rajeev

Coordinator


Dr. Prof. Dr. A. Lenin Fred

Chairperson


Rev. Fr. Josphin Raj

Correspondent